

# Clarke County

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## PLANNING COMMISSION BRIEFING MEETING MINUTES NOVEMBER 4, 2014



A briefing meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, November 4, 2014.

### ATTENDANCE

George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Randy Buckley; Robina Bouffault; Scott Kreider; Doug Kruhm (arrived late); Frank Lee; Cliff Nelson; John Staelin and Jon Turkel.

**Absent:** None

**Staff Present:** Brandon Stidham, Planning Director; and Jesse Russell, Zoning Administrator.

### CALLED TO ORDER

Chair Ohrstrom called the meeting to order at 3:00 p.m.

The Commission reviewed the items on the agenda for the November 7, 2014 Planning Commission meeting.

### Old Business Items

Mr. Stidham reported that Virginia Department of Environmental Quality staff is still reviewing the air permit application submitted by Trelleborg. DEQ indicated that they expected the review to be completed within a couple of weeks. Mr. Stidham stated that Staff would provide an update at the Commission's December briefing meeting.

### Other Business

#### Capital Improvement Plan (CIP) Pilot Program

Mr. Stidham gave a brief presentation on the Capital Improvement Plan (CIP) Pilot Program. He stated that the Pilot Program is the first step in implementing the 2013 Comprehensive Plan's recommendations regarding adoption of an annual CIP process. He noted that the main difference between the current capital budget process and the proposed CIP process is that the need for current and new projects would be evaluated based upon performance metrics, needs assessments, adopted studies, and conformance with the Comprehensive Plan. He said that not all capital projects would be included in the CIP process and provided examples of which project types would not be included. Mr. Turkel asked Mr. Stidham how he arrived at using a \$50,000 threshold for project inclusion. Mr. Stidham replied that he chose that dollar amount after reviewing the current list of capital projects and their costs. He added that the threshold amount can be evaluated as part of the Pilot Program but that creating a smaller pool of projects would make the Pilot Program more manageable.

Mr. Stidham indicated that State Code allows the Planning Commission to participate in the review of the annual CIP if so designated by the Board of Supervisors. He said that since this is a Pilot

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Program for the upcoming budget year, the Commission would be involved in the review of projects in order to allow future participation to be evaluated. He added that the Pilot Program approach would give Staff the opportunity to educate department heads, Commissioners, and the Board on how the process would work. This would allow all those involved to provide comments and refinements as well as to get performance metrics and needs assessment data in order for the FY2016-2017 budget cycle when the CIP process would go “live.”

Chair Ohrstrom asked if the Commission did not support inclusion of a project, would that result in its removal from the project. Mr. Stidham replied that the Commission would make recommendations to the Board of Supervisors on the projects, but the Board would have final authority over which projects are included in the adopted CIP.

Mr. Stidham noted that the State Code section addressing the Commission’s participation in the CIP process does indicate that they can consider budgetary impacts in evaluating projects. Chair Ohrstrom expressed concerns that the Commission is not in a position to evaluate the County’s ability to pay for capital projects and that this task is best left to the Board. Mr. Stidham agreed and recommended that the Commission focus on evaluating the actual demonstrated need for each project as considering budgetary impacts would duplicate the Board’s work. He added that the Commission is in the best position to make recommendations on project need and conformance with the Comprehensive Plan. He concluded by saying that Planning Staff will continue to work with Joint Administrative Services Director Tom Judge on the process and with department heads to prepare their projects. The initial list of projects would be brought to the Commission’s Policy/CIP Committee in February.

### Breweries and Brew Pubs

Mr. Russell provided a brief presentation on the possibility of developing a text amendment to include breweries, brew pubs, and distilleries as new uses in the AOC and FOC Districts. He indicated that State law was recently changed to allow farm breweries by-right so long as all agricultural products used in the production of beer are produced on site. He said that State law allows localities to require special use permits with use standards for breweries that do not fit the by-right requirements. He noted that while there has not been a demand for breweries and distilleries in the County, it could aid economic development and tourism efforts to include the uses for future prospects.

Mr. Stidham noted that currently there is a special use in the Zoning Ordinance that could be used for breweries and distilleries – “Processing of Agricultural Products not totally produced in Clarke County” – but that this use does not include any use standards. He said that it might be appropriate to add these special uses to the Ordinance and create standards for them. Commission members did not object to further consideration of this issue so Staff indicated that they would begin work on a draft text amendment for the Commission’s consideration.

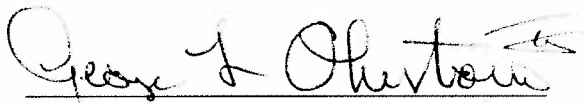
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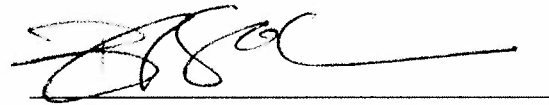
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There being no further business to come before the Commission, the meeting was adjourned at 3:34p.m.

  
George L. Ohrstrom, II, Chair

  
Brandon Stidham, Planning Director